

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by performing duties required to manage office functions and handle clerical and administrative support responsibilities. The employee of this class maintains records for the Fire Chief, types letters and reports, receives and directs telephone calls, and assists with payroll and the fire department budget. The incumbent performs routine duties with little supervision, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Schedules appointments for the Fire Chief, including keeping records of schedules and notifying the Fire Chief of scheduled events. Replies to routine correspondence or requests following departmental procedures on own initiative or from oral or written directions. Acts as receptionist to department visitors, including answering, directing and placing telephone calls, handling routine questions and requests, and screening visitors. Performs public relations duties such as conducting tours of department facilities for school, civic, or other organized groups.

Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Fire Chief. Composes business letters using correct grammar and punctuation. Takes minutes or notes at meetings. Prepares news releases
or any other type of official department statement for publication for the Fire Chief's review.

Receives, reviews, and processes assigned records, reports, mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Enters routine information in department records. Fills out all forms or records required, and compiles and organizes data needed for reports. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information. Locates and retrieves information or documents from hard copy files and the computer database. Develops new procedures for office functions when necessary.

Operates a computer terminal in order to enter, copy, or remove information from files. Performs appropriate back-up function in computer files. Operates a facsimile machine, copying machine, and calculator or mathematical computer software.

Participates in setting up a filing system and files correspondence, forms, records, or reports. Revises such system when necessary. Briefly reviews correspondence, reports, drawings, and other materials to be filed to determine subject matter. Maintains records on the location of materials removed from files. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Assists the Fire Chief in maintaining a library or archives of materials for future use or reference by department personnel.

Accounts for the money and assets of the department as assigned by the Fire Chief. Makes calculations necessary to compute payroll and prepares payroll checks. Receives complaints from employees about pay and works with Fire Chief regarding errors, changes, or other matters related to payroll. Prepares checks for payment of department bills. Issues payments for petty cash.

Assists in the preparation of the total departmental operating budget. Compiles information to be used in developing the departmental budget. Computes salaries, hours, overtime and related data for annual budget. Maintains the inventory of supplies and equipment for the department. Orders supplies and equipment as required. Posts items into journals, ledgers, or other accounting records and balances these at the end of the month.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

